



American Consulate General
Regional Procurement Support Office (RPSO)
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April 18, 2008

PRE-SOLICITATION NOTICE
SGE500-08-R-0044/ HCH

Subject: Janitorial Services at the New American Embassy Berlin, Germany
Solicitation No. SGE500-08-R-0044

The Regional Procurement Support Office, in Frankfurt, Germany intends to issue a Request for Proposals (RFP) under full and open competition procedures for janitorial services at the New United States Embassy Office Building located at Pariser Platz 2, 10117 Berlin.

The successful Contractor shall furnish managerial, administrative, and direct labor personnel to accomplish all work required in the solicitation. The Contractor will be responsible for janitorial services in all designated areas including but not limited to halls, office space, restrooms, work areas, entrance ways, lobbies, storage areas, elevators and stairways.

The approximate total square meters of the facility is 11,625m² with different flooring such as Solid Concrete with Screed, Ceramic Tiles, Carpet, Natural Stone and Linoleum. Janitorial services shall contain of regular services on a daily basis such as cleaning of office space, walkways or bathrooms and special projects such as floor waxing or carpet shampooing will be accomplished on weekends. Other services shall be made on bi-weekly, monthly or quarterly schedules.

The performance period is for twelve (12) months. It is planned that there will be one (1) base year and three (3) one-year options.

It is anticipated that the solicitation package will be issued on or before May 30, 2008, with a pre-proposal conference and site visit to be announced at a later date. Contract award is anticipated in July 2008 with a contract start date August 2008.

Companies interested in the requirement shall express their interest via written correspondence siting the solicitation number, **SGE500-08-R-0044** to the attention of Mr. Hartmut Christe at the above e-mail address or by fax (49) 69 7535-3329 not later than May 21, 2008.

Sincerely

A handwritten signature in black ink, appearing to read "Chris Sager", followed by a long horizontal flourish.

Christopher P. Sager
Contracting Officer